## 

****

**Procurement Management Plan**

(Procurements < $9,999)

INSERT PROJECT/PROGRAM NAME

**Month, Year**

*The information contained in this document is copyright   
© Toronto and Region Conservation Authority*

**1. INTRODUCTION**

The purpose of a procurement management plan is to identify and outline procurement requirements prior to initiating a procurement process. This template supplements TRCA’s [Procurement Guidebook](https://torontoregion.sharepoint.com/sites/TRCAPolicies/Policies/CS-3.01_Procurement_Guidebook_v1_2020-01-02.pdf) and is for low risk procurements with an **estimated value of < $9,999**. This template should be used for one-time, non-recurring procurements. If recurring purchases are to be made the planning template used should be based on the total sum of purchases and can be for multiple years.

The template covers common elements included in the procurement process. However, it will have to be tailored to your procurement requirements. If assistance is required in preparing a procurement management plan, please contact procurement services.

**2. ROLES/RESPONSIBILITIES**

[Modify as required]

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Tasks/Responsibility** |
| Authorized Buyer/Procurement Lead |  |  |
| Other |  |  |



**3. IDENTIFICATION OF NEEDS**

**Summary of Needs**

|  |  |
| --- | --- |
| **Key information** | **Detail** |
| Description of goods and/or services: | Provide a short description of the goods and/or  services to be purchased.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  What is the scope of work?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  What are the key deliverables?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Describe any minimum quality/performance standards requirements:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Is there an existing VOR arrangement in place that can be utilized to purchase the goods/and or services?  Are there potential opportunities to combine spend by collaborating with other TRCA divisions who purchase the same goods/services to conduct a VOR? | * No * Yes   If **“Yes”** Insert VOR name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * No * Yes   If **“No”** Explain:  *e.g. we are the only division in TRCA that purchases the goods/services required.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  If **“Yes”** list the division(s)**:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Type of goods and/or services: | * **Goods & Non-Consulting**   Choose a Means of Procurement:   * Procurement Card * Invitational   Choose a Solicitation Document:   * E-mail Quotes * Web Quotes * Price Lists * Informal RFQ/RFP * **Construction Goods, Services, Materials**   Choose a Means of Procurement:   * Procurement Card * Invitational * Open Competitive   Choose a Solicitation Document:   * E-mail Quotes * Web Quotes * Price Lists * Informal RFQ * **Consulting**   Choose a Means of Procurement:   * Invitational * Open Competitive   Choose a Solicitation Document:   * E-mail Quotes * Informal RFQ/RFP |
| When does the contract need to start? | Insert |
| When does the contract need to be completed? | Insert |
| What type of agreement will be used? | Insert (e.g. PO, etc.) |
| Estimated cost (excluding applicable taxes):  *Please see section 10.1.4 – Cost Estimating in the Procurement Guidebook for the various types of cost estimating techniques that can be used.* | Insert |
| Where will the services be taking place? | Insert |
| Where will the goods be delivered? | Insert |
| Account Code: | Insert |
| Funding Source: | * Capital Funds * Operating Funds |
| Have the goods/services been previously purchased? | * Yes * No   If **“Yes”**  And a RFX template was used, make sure you are using the most up to date template.  Were the goods and/or services delivered on time, on budget, to specification, etc.?   * Yes * No   If **“No”** explain how previous issues can be addressed in the current procurement:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  What was the awarded contract cost? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  What was the actual contract cost? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**4. EVALUATION CRITERIA**

**Mandatory Criteria**

*Note: Mandatory criteria/requirements are assessed on a pass/fail basis. If a submission does not meet all mandatory criteria/requirements the proponent will have to be disqualified and no further evaluation of the submission will be required.*

|  |
| --- |
| **Mandatory Criteria** |
| The Proposal must be received by the RFP Submission Deadline |
| The Proposal must be in English. |
| Signed Conflict of Interest Form |
| Signed Form of Acknowledgement |

**Rated Criteria**

[Rated criteria is only required when using an RFP template. Add this section if applicable - modify as required. Delete this section if not applicable].

|  |  |  |
| --- | --- | --- |
| **Rated Criteria** | **Weight** | **Minimum score** |
| Proponent’s Information and Profile | <@> |  |
| Key Personnel Experience and Qualifications   * [Insert criteria specific to the Scope of Work – such as; technical skills, education, accreditation, qualifications, years of key personnel experience] | <@> |  |
| Insert other criteria as required | <@> |  |
| **Pricing**  Each Proponent will receive a percentage of the total possible points allocated to price by dividing the lowest bid price by the Proponent’s price. | <@> | <@> |
| **Total** | <@> | <@> |
| References   * References are checked at TRCA’s discretion * Only the Preferred Proponent’s references will be checked.   The Preferred Proponent will “pass” this stage of the evaluation if no references that are checked disclose information that, in TRCA’s sole discretion (acting reasonably), raises material concerns with the Preferred Proponent’s ability to effectively perform the Scope of Work. | Pass/Fail | Pass |

**Rating Scale**

The following scale can be used to evaluate bids against the rated criteria above.

| **DESCRIPTION** | **DEFINITION** | **SCALE** |
| --- | --- | --- |
| **Excellent** | Exceeds the requirement. Exceptional demonstration of relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with supporting evidence. | 9-10 |
| **Good** | Satisfies the requirement. Above average demonstration of relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with supporting evidence. | 7-8 |
| **Acceptable** | Satisfies the requirement. Average demonstration by the supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with supporting evidence. | 5-6 |
| **Minor Reservations** | Satisfies the requirement with minor reservations. Some minor reservations of the supplier’s relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. | 3-4 |
| **Serious reservations** | Satisfies the requirement with major reservations. Considerable reservations of the supplier’s relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. | 1-2 |
| **Unacceptable** | Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the supplier has the ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. | 0 |

**5. AUTHORIZATION/APPROVALS**



|  |  |
| --- | --- |
| **REQUISITION ORDER APPROVAL** | |
| **>$0** | **>$0 and Limited Tendering or Non-Application** |
| Authorized Buyer | Authorized Buyer |
| Manager | Manager |
|  | Procurement Services |
| Legal Services |

|  |  |
| --- | --- |
| **PROCUREMENT AWARD APPROVAL** | |
| **<$5,000** | **< $10,000** |
| Authorized Buyer | Authorized Buyer |
|  | Manager |

|  |  |
| --- | --- |
| **PURCHASE ORDER** | |
| **> $0** | **> $0 and PO as Agreement** |
| Authorized Buyer | Authorized Buyer |
| Accounting Services | Procurement Services |
|  | Legal Services |
| Accounting Services |

**6. PROCUREMENT TIMELINES**

* Key participant availabilities should be checked as extra days may need to be added to account for workloads, vacation schedule, etc.;
* Red text is for example purposes only.

|  |  |
| --- | --- |
| **TASKS** | **ESTIMATED DATE** |
| Procurement Start Date |  |
| Procurement Planning |  |
| RO Approval |  |
| Solicitation Document/Template Drafting (if applicable) |  |
| Solicitation Document/Template Peer Review (if applicable) |  |
| Issue Solicitation Documents (if applicable) |  |
| Deadline for Questions |  |
| Submission Due Date |  |
| Bid Evaluation/Quotation Review |  |
| Procurement Report Drafting |  |
| Procurement Report Approval   * Authorized Buyer * Manager (Required when the estimated cost is over $5,000) |  |
| Contract Award |  |
| Agreement   * Drafting (Required when PO **is not** the Agreement) * Peer Review (Required when PO **is not** the Agreement) * Agreement Legal Review/Approval, if required |  |
| Purchase Order Approval (when the PO **is** the Agreement)   * Send to Procurement and Legal Services * Purchase Order Approval Received * Print PO as agreement |  |
| Agreement Signatures   * Send agreement to vendor for signature * Receive signed agreement from vendor * Request TRCA signature * Agreement signed by TRCA |  |
| Agreement Start Date |  |
| Number of Business Days for Procurement Process to be Conducted |  |